

BUILDING AND GROUNDS UTILITY PERSON
NEW HAMPSHIRE ADJUTANT GENERALS DEPARTMENT
\$24,315.20 - \$28,308.80
(\$.60 per hour shift differential pay)
#18671

The State of New Hampshire Adjutant Generals Department has a full-time vacancy for a Building & Grounds Utility Person; Position #18671 is located at the **State Military Reservation**, Concord. **This 40-hour position works second shift.**

Closing date for filing applications: May 8, 2009.

BASIC PURPOSE: To perform routine, skilled labor in a variety of custodial, grounds-keeping and maintenance duties that require the operation of motor driven equipment and power tools at a multi-building, departmental facility.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs custodial tasks including but not limited to; sweeping, mopping, scrubbing, stripping and waxing floors; dust and clean offices, kitchen and break rooms; wash windows, walls and mirrors; clean, sanitize and deodorize restrooms and locker rooms, polish furniture. Helps move office and building furniture and equipment and prepares rooms for meetings; cleans and polishes fixtures and empties waste cans.
- Operates buffing/burnishing equipment, power vacuums, carpet steam cleaners, chemical extractors, power brooms and leaf blowers in the performance of indoor and outdoor custodial tasks, such as general cleaning, floor care, boiler-room cleaning, facility entryways and sidewalks; to maintain cleanliness, appearance and safety standards at a multi-building, departmental facility.
- May be required to drive and/or operate tractors, riding and pushing lawn mowers and power trimmers in the performance of outdoor landscaping and grounds-keeping tasks, such as cutting and trimming grass and hedges, planting of lawns and shrubs and cutting and clearing brush; to improve and maintain grounds appearance at a departmental facility.
- Performs snow/ice removal tasks on roadways, sidewalks and parking lots using various equipment; such as, snow blowers, sidewalk snow blower, plow trucks and sand auger.

Continued on reverse

- Assists Maintenance Mechanics in making minor repairs and performing simple maintenance tasks in buildings, such as painting, window replacement, plumbing and rough carpentry to correct minor maintenance deficiencies.
- Operates, cleans, oils, greases and makes minor repairs with/on equipment and power tools to perform grounds-keeping, custodial and maintenance tasks.
- Determines requirements and requests cleaning supplies using established State and departmental supply procurement procedures, ensuring continuous custodial services and accessibility of custodial supplies at the assigned state and/or federally owned facilities.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent.

Experience: One years' experience in grounds-keeping or light maintenance work with some experience in operating light motor driven equipment. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license is required.

SPECIAL REQUIREMENTS:

Must be able to satisfactorily undergo a State Police records check.

In accordance with Article 5.8.1 in the 2007-2009 Collective Bargaining Agreement between the State of New Hampshire and the State Employees' Association of New Hampshire, Inc. – SEIU Local 1984, the incumbent assigned to this position may either choose to join the SEA and pay the full dues amount or not become a member and elect to pay an agency fee. This position is designated as "Essential Personnel", which requires that employees report to their job site or be on stand-by, during emergency situations, such as snow, inclement weather, or other emergency situations, including weather and other building emergencies. Must be in good physical condition with normal strength and agility.

HOW TO APPLY:

The official state application for employment may be obtained from and returned to Ms. Linda M. Goss, Human Resources Coordinator, Adjutant Generals Department, 4 Pembroke Road, Concord, New Hampshire 03301-5652. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capital Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262 and is available on the Internet at www.admin.state.nh.gov/hr.

For further information contact Mr. Paul D. Annis, Plant Maintenance Engineer IV at (603) 225-1357.